



VOLUNTEER ROLE DESCRIPTION – INVENTORY COORDINATOR DATE: Nov 19, 2018

TITLE: Inventory Coordinator
LOCATION: 1207 Kingsway, Vancouver, BC, V5V 3E2
DEPARTMENT: Scripture Resources
REPORT TO: Bible Centre & Café Supervisor

ROLE SUMMARY

This is a volunteer position that takes place at the Canadian Bible Society’s British Columbia Bible Centre & Café, located at 1207 Kingsway, Vancouver, BC, V5V 3E2. The Inventory Coordinator will help with pricing saleable items, stocking and managing inventory, among other tasks.

PRIMARY TASKS / ACTIVITIES

Works under the leadership of the Bible Centre & Café Supervisor by doing the following:	% OF TIME
<ul style="list-style-type: none"> Working with existing inventory to ensure that all materials are accounted for and up-to-date as new materials are coming in, and existing inventory is sold; working with other officers to ensure that inventory is ordered and on route, on shelves and well-stocked; ensuring records are kept orderly and that supplies can be tracked easily; assisting with setting up in the beginning of the day and cleaning up at the end. 	70%
<ul style="list-style-type: none"> Responding to requests provided by the Bible Centre & Café Supervisor as needed on a timely basis. 	30%
	Total = 100%

ROLE SPECIFICATIONS

EXPERIENCE

- Knowledge and experience working in a warehouse and/or bookstore (retail) setting and working in a fast-paced setting.

PROFESSIONAL / PERSONAL QUALITIES

- Very high attention to detail;
- Effective communicator with sensitivity to, and appreciation of, bilingualism and diversity;
- Ability to work well under pressure, handling multiple demands (multi-tasking);
- Self-motivated, self-starter, proactive, determined;
- Self-confident while still being humble and authentic;
- Personable, pleasant to spend time with;
- Resilient, ability to not let adverse conditions negatively impact performance.